

Child Care Subsidy Program

Billing Week Schedule, March 2022 through July 2023

CCSP follows a Bi-weekly Billing Schedule. The forms are submitted after the care is complete, but no sooner than Friday at 5:00 p.m. following the schedule listed below. Any bills submitted early will be rejected. For billing to be processed it must be received without error by noon on Wednesday. When the Child Care Provider's billing form is free of errors and submitted to the Department within the time frame stipulated, the Department will pay the Child Care Provider within twenty-one (21) calendar days of receipt. The Department will not pay a Child Care Provider who does not submit a bill within sixty (60) calendar days of the Department established submission deadline.

The State of Maine observes the following list of holidays. Offices may be closed, and billing delayed, during these weeks. New Year's Day, Martin Luther King, Jr. Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day, Thanksgiving Day and the day following, and Christmas.

For additional information about billing and payment, please refer to your Provider Agreement

| Bi-Weekly Billing Cycle | Dates to Submit Billing for it to be processed. |
|--------------------------------|--|
| 3/12-3/25 | Fri 03/25 after 5 p.m. until Wed 03/30 by noon |
| 3/26-4/8 | Fri 04/08 after 5 p.m. until Wed 04/13 by noon |
| 4/9-4/22 | Fri 04/22 after 5 p.m. until Wed 04/27 by noon |
| 4/23-5/6 | Fri 05/06 after 5 p.m. until Wed 05/11 by noon |
| 5/7-5/20 | Fri 05/20 after 5 p.m. until Wed 05/25 by noon |
| 5/21-6/3 | Fri 06/03 after 5 p.m. until Wed 06/08 by noon |
| 6/4-6/17 | Fri 06/17 after 5 p.m. until Wed 06/22 by noon |
| 6/18-7/1 | Fri 07/01 after 5 p.m. until Wed 07/06 by noon |
| 7/2-7/15 | Fri 07/15 after 5 p.m. until Wed 07/20 by noon |
| 7/16-7/29 | Fri 07/29 after 5 p.m. until Wed 08/03 by noon |
| 7/30-8/12 | Fri 08/12 after 5 p.m. until Wed 08/17 by noon |
| 8/27-9/9 | Fri 09/09 after 5 p.m. until Wed 09/14 by noon |
| 9/10-9/23 | Fri 09/23 after 5 p.m. until Wed 09/28 by noon |
| 09/24-10/7 | Fri 10/07 after 5 p.m. until Wed 10/26 by noon |
| 10/8-10/21 | Fri 10/21 after 5 p.m. until Wed 10/26 by noon |
| 10/22-11/4 | Fri 11/04 after 5 p.m. until Wed 11/09 by noon |
| 11/5-11/18 | Fri 11/18 after 5 p.m. until Wed 11/23 by noon |
| 11/19-12/2 | Fri 12/02 after 5 p.m. until Wed 12/07 by noon |
| 12/3-12/16 | Fri 12/16 after 5 p.m. until Wed 12/21 by noon |
| 12/17-12/30 | Fri 12/30 after 5 p.m. until Wed 01/04 by noon |
| 12/31-1/13 | Fri 01/13 after 5 p.m. until Wed 01/18 by noon |
| 1/14-1/27 | Fri 01/27 after 5 p.m. until Wed 02/01 by noon |
| 01/28-2/10 | Fri 02/10 after 5 p.m. until Wed 02/15 by noon |
| 02/11-2/24 | Fri 02/24 after 5 p.m. until Wed 03/01 by noon |
| 02/25-3/10 | Fri 03/10 after 5 p.m. until Wed 03/15 by noon |
| 03/11-3/24 | Fri 03/24 after 5 p.m. until Wed 03/29 by noon |
| 03/25-4/7 | Fri 04/07 after 5 p.m. until Wed 04/12 by noon |
| 4/8-4/21 | Fri 04/21 after 5 p.m. until Wed 04/26 by noon |
| 4/22-5/5 | Fri 05/05 after 5 p.m. until Wed 05/10 by noon |
| 5/6-5/19 | Fri 05/19 after 5 p.m. until Wed 05/24 by noon |
| 05/20-6/2 | Fri 06/02 after 5 p.m. until Wed 06/07 by noon |
| 6/3-6/16 | Fri 06/16 after 5 p.m. until Wed 06/21 by noon |
| 6/17-6/30 | Fri 06/30 after 5 p.m. until Wed 07/05 by noon |
| 7/1-7/14 | Fri 07/14 after 5 p.m. until Wed 07/19 by noon |
| 7/15-7/28 | Fri 07/28 after 5 p.m. until Wed 08/02 by noon |

